

POSITION DESCRIPTION

Supervisory Radio Technician

The U.S. Mission in Kuwait is seeking eligible and qualified applicants for the position of Supervisor Radio Technician.

BASIC FUNCTION OF THE POSITION:

Directs the operation and maintenance of highly complex Transmitter Plant and associated equipment. Serves as one of the Station's Contracting Officers with a contracting authority of up \$50,000.

DUTIES INCLUDE:

Major duties and responsibilities:

- Oversees the activities and supervises a staff of approx. 16 including Shift Supervisors, Radio Technicians and other assigned personnel in the operation, maintenance and repair of the Transmitter Plant equipment to include three (3) high power medium wave and six (6) shortwave transmitters and associated support equipment, two (2) FM transmitters, three (3) Satellite Uplink Systems and several downlink systems with associated terminal equipment that includes the state of the art Scientific Atlanta MUX/Encoder systems, antennas and related systems LAN network and computer systems; Lighthouse and the SAS program switchers with associated support equipment; Golden Eagle FM stations monitoring system, antennas and all related systems; Digital telephone system; and Emergency Diesel Generators. Assures all station safety procedures and rules are complied with, in the transmitter plant. Provides technical support to thirty (30) IBB subsidiaries or leased FM transmitters in Bahrain, Qatar, Lebanon, Jordan, Iraq, Palestine, UAE, Morocco, Djibouti, Sierra Leone, Kenya, Abidjan, Burkina Faso, and Ghana.
- Oversee the daily work requirement for routine and non-routine maintenance including instruction and assigning of subordinate's personnel to perform their respective duties.
- Evaluate and review corrective maintenance plans and give guidance to Shift Supervisors in making diagnosis on failure of Plant's equipment review recommendation in eliminating or reducing equipment failure to improve the Plant's overall efficiency and operation. Prepare time & attendance of technical personnel. Compiles reports on maintenance and operating costs for internal statistical reports and for preparation of budget submissions to IBB Washington headquarters.
- Prepares evaluation report for Shift Supervisors, Radio Technician/LAN Administrator and Radio Technician.
- Advises, counsels and assists subordinates in job performance and career development.
- Oversee the planning and implementation of preventive maintenance to assure compliance with the maintenance program procedures. Prepare monthly and quarterly statistical reports. Guide, review and approved new, revised or updated maintenance

procedures (SMP) as required due to equipment changes or on determination of more effective procedures, as well as Standard Operating Procedures (SOPs).

- Draft project proposals and direct their implementation when approved. Supervises all approved modifications to Plant equipment. Develops statement of work for station projects. Develop statement of work for station projects and signs as contracting Officer for construction services and supplies in accordance with FAR, DOSAR and BBG Simplified Acquisition procurement regulations.